

Political Assistant (External-Pol Mil)

Major Duties and Responsibilities (___% of Time)

- **Monitor and Analyze Developments on the IKR's External Relations**

Provides expert analysis, monitors, and reports on the Iraqi Kurdistan Region's (IKR) external affairs, particularly with Iran, Turkey, Syria, and other regional countries. The incumbent also tracks the IKR/KRG's relations with Russia and China, working with colleagues in the section's Economic Unit to monitor the KRG's adherence to USG sanctions against Iran and Iran's attempts to circumvent those sanctions. Responsible for developing and maintaining contacts with political and civil society figures in the IKR, including members of the KRG up to and including the director-general level, political party leadership, and former party leaders to stay fully informed about political developments in the Region. Actively pursues information regarding Kurdish influence, actions, and actors in Baghdad and within the Government of Iraq (GoI). Actively monitors press reporting on political and security issues and flags key issues for ConGen Officers. Consults regularly with his/her counterparts in Baghdad and ICAs in the IKR and the rest of federal Iraq to gather information on influence of neighboring countries at the district, provincial, and regional levels within Iraq. As each new Political Officer arrives at Post, conducts intensive training and briefings to bring the Officer up to speed within the first month of arrival on the IKR's role in the region and the KRG's foreign relations. **30%**

- **Monitor and Analyze Security Developments and POL/MIL Issues**

Monitors and reports on developments in the security sector within the IKR and disputed territories, including progress on Peshmerga reform, the activities of party-affiliated militias, and the D-ISIS campaign. The incumbent also maintains relations with Sunni tribes in the disputed territories as part of Mission Iraq's outreach to those communities and the overall D-ISIS campaign. Works closely with government and security officials, colleagues in the Consulate's Office of Security Cooperation-Iraq (OSCI), academics, and think tanks to provide expert analysis on developments, risks, and opportunities in the security sector. Presents background briefings on political parties, ideology, government organizations and agencies, security issues, and other topics to mission staff and visitors. Provides in-depth research on security and political issues as directed by his/her supervisor and present results in writing suitable for inclusion in USG reporting with minimal editing. **25%**

- **Advise Political/Economic Section Chief and Political Officers**

Meets regularly with the Section Chief, Political Officers, and other Mission personnel to advise on developing issues, improve understanding of the complex nature of IKR security and foreign relations issues, as well as relations between Erbil and Baghdad, assist in the development of reporting themes and cable content, and respond to specific requests for information. Takes the initiative to bring ideas to supervisor and develop additional expertise within the portfolio to provide greater insight to ConGen Erbil personnel. **20%**

Political Assistant (External-Pol Mil)

Major Duties and Responsibilities (___% of Time)

- **Recommend/Arrange Meetings and Draft Memos**

Recommends, arranges, and schedules meetings for the Consul General, Pol/Econ Section Chief, and Political Officers with key contacts at the appropriate level. Drafts briefing memos as requested, providing in-depth insight into internal political issues and highlighting areas to avoid. Prepares bios and gathers information about contacts and leading officials in political parties, ministries, and security agencies, among others. Attends meetings and participates as a subject matter expert, as appropriate. **15%**

- **Administrative Support**

Translates articles and other written material into English on an as-needed basis. Provides administrative support as needed to include, but not limited to, preparing access and movement requests, providing escort assistance, and assist with VIP visits. Assist with representational events and other activities as required. Develops and maintains contacts with political figures in the IKR in order to stay fully informed about political developments as backup to the internal political affairs specialist. **10%**